



Library Advisory Board

Library Board--Minutes

Special Meeting

Monday, February 14, 2011– 7:00 pm

Conference Room

Smith Public Library

300 Country Club Rd., Bldg. 300

Wylie, Texas 75098

CALL TO ORDER

Announce the presence of a Quorum.

Members present: Shirley Burnett, Grace Morrison, Mindy Ayers, Junaid Najamuddin, Gerri Washington, Brett Brim, Rachel Orozco (Board Liaison)

Members absent: Lucy Shriver

CITIZENS COMMENTS ON NON-AGENDA ITEMS

Residents may address Board regarding an item that is not listed on the Agenda. Residents must provide their name and address. Board requests that comments be limited to three (3) minutes. In addition, the Board is not allowed to converse, deliberate or take action on any matter presented during citizen participation.

PRESENTATION

This week the computer furniture and the service desks come in starting February 15. We will install the service desks first so we can see how much space they take up and then install the computer desks. On the 21st the opening day collection arrives and on the 22nd, the tree arrives. It will take about 3 days to install the tree. On March 7th the end panels arrive, the OPAC desks and that is the last to arrive. We plan on opening on March 14.

RFID is being installed this week. The indoor book drop is already working.

When we open we are going to have brochures with a map of the library and what's new and probably will need people to hand them out. We also have new magnets and library cards. We will ask patrons to keep their old library cards until their card expires unless they specifically ask for a new one.

We did buy USB drives that say "Grab A Bite of the Library" so when patrons come and use the computer for the first time if they don't have their own USB we give them one. We only have 100 of the drives that will be distributed on a first come first serve basis.

ACTION ITEMS

1. The Library Board Minutes of Monday, January 10, 2011 were approved as presented.

DISCUSSION ITEMS

The Group Tour Policy was read with the previously agreed upon revisions. It was requested that the term "librarian" be changed to read "staff". There was additional discussion regarding what constituted a "group" and clarification regarding the number of chaperones needed per student. A group minimum was set at 10 with the maximum of 40 with one chaperone required for every ten students. It was also agreed that if no form is completed prior to a tour, no library staff will be required to be available to assist. Discussion was held regarding age groups that would be most likely to request tours.

Examples of Group Tour Requests were reviewed and discussed. A Group Tour Request form will be prepared for review at the next Board meeting.

The Mayor stopped by since this is the first Board Meeting at the new building.

The Posting Policy was reviewed and it was discussed that, in the past, items were posted for Collin Colleges and continuing education while student plays and activities were not posted. It was decided to post student activities and not post anything for profit. Also, items such as bus schedules and financial aid for education would be posted. An exception could always be made for something like the voter's guide. The size of the flyers should be no larger than 8 ½" x 11" maximum. The Starr Library policy will be used as a template with revisions and additions as discussed.

STAFF REPORTS

The Meeting Room Policy with all the fees and fines is up for approval at the February 22 City Council Meeting.

The Library Board Minutes for the Special Meeting held on January 24, 2011 will be presented at the next regular meeting.

Regarding the Texas State Library budget cuts please go to their website www.txla.org and find out what is going on. They are talking about cutting our funding and we usually receive anywhere from \$10,000 to \$13,000 per year. We do want to be able to apply for the Library Services Grants.

The State of the City lunch is on February 22 from 11:30 am to 1:00pm.

The next Board meeting scheduled for March 14 was moved to March 21 since the 14th is the proposed opening date for the library.

The week of March 7 we are looking at having the Boy Scouts come and act as patrons to check out books, put them in the book drops and be test patrons.

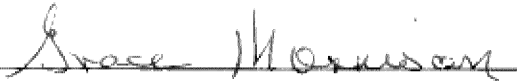
At some point we may ask the Board to come in and sit at a computer to see that all of the links are working.

The North Texas Regional Library System is changing their By-Laws with only minor changes.

The Mayor expressed his appreciation for all the work that the Board has done.

ADJOURNMENT

Meeting adjourned at 8:55 pm.



Grace Morrison, President



Date